

CLASSIFICATION ADDENDUM

Job Title: Housing Program Assistant

Classification Specification: Administrative Specialist

Barg Unit: OPE

Pay Grade: B23

*This classification **addendum** further clarifies job specific duties and requirements of a job within a particular classification. Note: The classification specification document is to be referenced and this document utilized as the addendum (supplement). It is intended to provide additional information, where needed, and is not intended to provide an exhaustive list of duties and responsibilities; specific position assignments will vary depending on business needs.*

Essential Characteristics and Duties Addendum

The Housing Program Assistant performs duties in support of the City's Community Development grants and programs; conducts technical studies; qualifies applicants; determines eligibility; appoints contractors; participates in various projects involving neighborhood improvements, social services, public facilities, and housing; participates in the preparation of annual and quarterly reports; provides budget preparation support and monitoring duties; provides staff support to committees and others involved in various ways with housing and community development programs/projects. Performs related duties as assigned.

Qualifications Addendum

An entry-level person would be expected to possess the following or any equivalent combination of knowledge, skills, education and experience in order to successfully perform the job.

Training & Experience:

- In the field of business or public administration, community development, urban planning, or contract and grants administration, with an emphasis on experience in housing programs, loan processing, title searches, or building contract preparations.

Licensing Requirements:

- Valid Oregon Driver's license at time of appointment.

Knowledge:

- Principles and practices of community development and housing programs, rules and regulations;
- Role of grants and recordkeeping in community development programs.

Skills: *(Demonstrated skill in performing the following)*

- Preparing contracts, loan documents and other project setup/close out documents;

Qualification For Grade Progression: N/A

Physical Requirements Addendum

Light Work as defined in the classification specification. Further definition of the physical requirements of the position can be found in a job task analysis.

Addendum History

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